



INSTRUCTION PLANNING COUNCIL

Friday, March 6, 2009
10:00 am - 11:30 am
Building 17, Room 105

MEETING MINUTES

Present: Jenny Castello, Patty Dilko (Faculty Co-Chair), Denise Erickson, Salumeh Eslamieh, Linda Hayes, Martin Partlan, Joanna Pounds, Byron Ramey, Carol Rhodes, Rita Sabbadini, Ben Smith, Janet Stringer (Administrative Co-Chair), Greg Stoup.

Absent: Sharon Finn.

AGENDA ITEM	CONTENT	PRESENTER
1) Approval of Minutes – 2/10/2009	Approved	Janet Stringer
2) BUSINESS		
I. IPC Mission Statement	Adopted mission statement: The Instructional Planning Council (IPC), in collaboration and communication with the Student Services Planning Council (SSPC), oversees the implementation of a comprehensive process for envisioning, planning and assessing instruction based on program review and community needs, the effective integration of student learning outcomes into program activities and services, and alignment with college's mission and strategic goals. - Approved	Greg Stoup
II. IPC Bylaws	Reviewed adopted bylaws – Approved	Janet Stringer
III. Accreditation issues – timelines and specific tasks	Discussed and reviewed proposed bi-annual department program review form, which will become annual reviews. Encouraged to focus on program review during Flex Day and to complete the bi-annual program review by the end of this semester.	Greg Stoup
IV. Report on SLOAC progress and institutional SLOs	The current phase of the SLOAC cycle is the assessment reports. Identifying SLO's for the Spring courses should be completed by the end of this semester. Program SLO's (Workforce Development, Basic Skills, GE/Transfer Program) have been approved and the alignment matrix worksheet is available online. Use one form per course.	Carol Rhodes

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V. Program Review timeline information and calendar development	<p>Program reviews are expected to be completed by the end of this term. Calendar development for program review timeline:</p> <ul style="list-style-type: none"> Fall – discussion of request Spring – implementation March – preliminary budget (Fall data available) May – revise October – Instructional equipment, position justification based from previous year January/February – Summer schedule development February/March – Fall schedule development August – Spring schedule April – Program review due (annual and six year) <p>There will be a prioritization body between SSPC and IPC that will determine priority of needs.</p>	Greg Stoup
VI. Review of strategic goals of the College to determine strategic goals of IPC	<p>Patty Dilko, Academic Senate President, announced that the District Strategic Planning Council is asking each college to identify 10 out of the 53 recommendations. The District strategic goals incorporate the three colleges’ strategic goals.</p> <p>Greg Stoup will format the recommendations into an online interactive form.</p>	Janet Stringer
VII. Schedule meeting with SSPC	<p>Form prioritization committee between IPC & SSPC and meet twice a year to address prioritization of needs.</p>	All
4) NEW BUSINESS	<p>Next IPC meeting is 3/20.</p>	